

Sample Job Descriptions for Lactation Consultant Positions

These sample job descriptions can be modified to fit your situation. They are offered as a model of the types of qualifications, duties and responsibilities that are common in a hospital setting.

JOB TITLE: LACTATION CONSULTANT

DEPARTMENT: NURSING

GENERAL DESCRIPTION:

The staffer in this position is responsible for providing lactation management services to expectant and new parents. These functions are performed in accordance with the hospital's philosophy, policies, procedures and standards.

RESPONSIBLE FOR: Secretary

RESPONSIBLE TO: Nurse Manager of Women's & Infant Services

MINIMUM QUALIFICATIONS FOR THE POSITION:

Graduate of an accredited School of Nursing.

(Modify to suit your workforce) RN preferred, BSN preferred, masters preferred.

Licensed to practice nursing in _____

Currently certified as Lactation Consultant (IBCLC)

Demonstrated ability to lead, organize, manage and develop lactation programs

EXPERIENCE: Previous experience maternal-child health nursing. 5 years of experience in lactation consulting required.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES: Ability to successfully assist mothers with breastfeeding skills. Ability to work with several different patient care units and levels of care providers.

WORKING SCHEDULE: Full time day, some evening classes.

PHYSICAL REQUIREMENTS OF THE POSITION: (Reasonable accommodation will be considered where appropriate: federal rehabilitation act of 1973, sec. 503-504). Physical and emotional health sufficient to meet the criteria for the annual physical examination and specific job demands with are inclusive of but not limited to: standing, walking, bending, lifting equipment.

PERFORMANCE LEVEL AND SCOPE OF SUPERVISION REQUIRED: Routine

The staffer is able to function independently as defined in the job description within a time frame of 6 months.

DUTIES:

A. Plans, teaches and evaluates classes for expectant and new breastfeeding mothers.

- B. Creates a milieu that promotes learning for staff and patients.
- C. Conducts bedside lactation rounds daily.
- D. Consults with mothers having breastfeeding problems.
- E. Participates appropriately in communication and decision-making activities of the Lactation Center and the maternity services.
- F. Selects appropriate breastfeeding related supplies for retail sale and for rental.
- G. Over-sees breast pump rentals and retail sales within the Lactation Center.
- H. Plans, teaches and conducts in-service education for maternity nursing staff.
- I. Plans, organizes and delivers lactation management services to all breastfeeding patients, both in-patient and out-patient
- J. Supervises the duties of the secretary
- K. Possesses excellent oral and written communication skills.
- L. Conducts quality assurance programs to monitor the caliber of the program
- M. Over-sees the financial performance of the Lactation Center
- N. Carries out other duties as assigned.

JOB TITLE: LACTATION CONSULTANT ON-CALL
DEPARTMENT: NURSING

GENERAL DESCRIPTION:

The staffer in this position is responsible for providing lactation management services to expectant and new parents. These functions are performed in accordance with the hospital's philosophy, policies, procedures and standards.

RESPONSIBLE FOR: Lactation Consultant

RESPONSIBLE TO: Nurse Manager of Women's & Infant Services

MINIMUM QUALIFICATIONS FOR THE POSITION:

Graduate of an accredited School of Nursing. (Modify to suite your workforce) RN preferred.

Licensed to practice nursing in _____

Currently certified as Lactation Consultant (IBCLC)

EXPERIENCE: Previous experience maternal-child health nursing. 2 years of experience in lactation consulting required.



SPECIAL KNOWLEDGE/SKILLS/ABILITIES: Ability to successfully assist mothers with breastfeeding skills. Ability to work with several different patient care units and levels of care providers.

WORKING SCHEDULE: on-call

PHYSICAL REQUIREMENTS OF THE POSITION: (Reasonable accommodation will be considered where appropriate: federal rehabilitation act of 1973, sec. 503-504). Physical and emotional health sufficient to meet the criteria for the annual physical examination and specific job demands with are inclusive of but not limited to: standing, walking, bending, lifting equipment.

PERFORMANCE LEVEL AND SCOPE OF SUPERVISION REQUIRED: Routine

The staffer is able to function independently as defined in the job description within a time frame of 3 months.

DUTIES:

- A. Provides lactation management services in the absence of the lactation consultant.
- B. Teaches classes for expectant and new breastfeeding mothers.
- C. Creates a milieu that promotes learning for staff and patients.
- D. Conducts bedside lactation rounds daily.
- E. Consults with mothers having breastfeeding problems.
- F. Participates in breast pump rentals and retail sales within the Lactation Center.
- G. Plans, teaches and conducts in-service education for maternity nursing staff.
- H. Plans, organizes and delivers lactation management services to all breastfeeding patients, both in-patient and out-patient
- I. Supervises the duties of the secretary
- J. Possesses excellent oral and written communication skills.
- K. Participates in the quality assurance assessment to monitor the caliber of the program
- L. Carries out other duties as assigned.

JOB TITLE: LACTATION SECRETARY

DEPARTMENT: NURSING

GENERAL DESCRIPTION:

The staffer in this position performs all administrative and secretarial duties related to the operations of the Lactation Center. These functions are performed in accordance with the hospital's philosophy, policies, procedures and standards.

RESPONSIBLE FOR: N/A



RESPONSIBLE TO: Lactation Consultant

MINIMUM QUALIFICATIONS FOR THE POSITION:

Consideration will be given to an appropriate combination of education/training and experience.

High School Diploma required. Completion of secretarial or business program preferred.

LICENSURE AND OR CERTIFICATION: N/A

EXPERIENCE: Three years comparable administrative experience required.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES:

Good knowledge of modern clerical and office methods and practices. Good knowledge of the principles and practices of modern administration. Ability to plan, organize and implement departmental clerical functions. Able to maintain effective working relationships. Computer experience required. Basic accounting skills necessary. Ability to deal with a variety of staff, personnel and the public effectively.

WORK SCHEDULE: The staffer will normally work Monday through Friday from 10 am to 2 pm.

PHYSICAL REQUIREMENTS OF THE POSITION:

(Reasonable accommodation will be considered where appropriate: Federal Rehabilitation Act of 1973, Sec. 503-504 and Americans with Disabilities Act of 1990, P.L. 101-336). Physical and emotional health sufficient to meet the criteria for the annual physical examination and specific job demands which are inclusive of but not limited to: Normal office conditions, plus the ability to move throughout the institution and the lifting or moving of light objects. Dexterity for typing and for entering data into the computer.

PERFORMANCE LEVEL AND SCOPE OF SUPERVISION REQUIRED: General Supervision. The staffer is able to function independently as defined in the job description within a time frame of three months.

DUTIES:

- A. Conducts the day to day operation of the Lactation Center.
- B. Plans, prepares and compiles the necessary information /materials for the Lactation Center.
- C. Participates in meetings and recording of meeting minutes as assigned.
- D. Utilizes and maintains office equipment, supplies, and machinery as appropriate.
- E. Answers telephone calls and triages calls as instructed by the lactation consultant.
- F. Cleans and prepares rental equipment for use.
- G. Possesses excellent oral and written communication skills.
- H. Maintains accounts receivable/accounts payable records.



- I. Maintains inventory and prepares purchase orders for merchandise.
- J. Assists with equipment rentals, equipment purchases, and bra fittings.
- K. Maintains records for tracking rental equipment. Notifies patients of rental expirations.
- L. Participates in the quality assurance monitoring.
- M. Carries out other duties as assigned.

